

Kenyon

NOTICE OF DIRECTORY INFORMATION AND OPT-OUT FORM

NOTICE OF DIRECTORY INFORMATION

In accordance with Federal Educational Rights and Privacy Act of 1974 (FERPA), as amended, a student's education records are maintained as confidential by Kenyon College and, except for a limited number of special circumstances listed in that law, will not be released to a third party without the student's prior written consent. The law, however, does allow Kenyon College to release student "directory information" without obtaining the prior consent of the student. At Kenyon, we consider "directory information" to be those items listed below in this form.

Kenyon College defines "directory information" as the following categories of student information: a student's name; electronic mail address; photograph, majors; status for the semester (full or part-time); class year; dates of attendance; participation in officially recognized activities and sports, the most recent educational agency or institution attended and degrees, honors, and awards received.

If you do not want Kenyon College to release your directory information without your prior consent, you may choose to "opt-out" of this FERPA exception by signing the FERPA DIRECTORY INFORMATION OPT OUT FORM provided below. This form must be received in the Registrar's Office by the tenth day of the Fall semester in order for it to be applicable to that academic year.

Students should keep in mind that "opting-out" of the release of certain directory information will limit Kenyon College's ability to confirm things like your record of attendance with prospective employers, graduate schools or student loan officials. Once you have designated a confidential classification, it will not be removed until you submit a signed authorization requesting that it be removed.

Continued

Kenyon

FERPA DIRECTORY INFORMATION OPT-OUT FORM

Name (Printed): _____ Student ID: _____

Kenyon College Registrar:

I request the withholding of the following personally-identifiable information that Kenyon College has identified as Directory Information under FERPA. I understand that upon submission of this form, the information I have elected to opt out from disclosure as directory information cannot be released to third parties without my written consent or unless Kenyon College is required by law or permitted under FERPA to release such information without my prior written consent; and that any category of directory information that I have opted out from disclosure will not otherwise be released from the time the Registrar receives my form until my opt-out request is rescinded. I further understand that if directory information is released prior to the Registrar receiving my opt-out request, Kenyon College may not be able to stop the disclosure of my directory information.

- ALL INFORMATION IDENTIFIED BELOW MAY BE DISCLOSED AS DIRECTORY INFORMATION**
If this option is selected, please proceed to the signature line.

OR

**CHECK THE BOXES TO INDICATE THE INFORMATION THAT YOU DO NOT WANT
TO BE DISCLOSED AS DIRECTORY INFORMATION.**

- Name
 Major field of study
 Electronic mail address
 Grade level
 Enrollment status
 Most recent educational institution attended
 Degrees, honors, and awards
 Photograph
 Participation in officially recognized activities and sports

Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

Form Received by Registrar - Date: _____ Initials of Registrar Office Recipient: _____